

**Job Class Profile:**                      **Automotive Body Repairer**

**Pay Level:**                                      **CG-29**                                      **Point Band:**                                      **622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	2	5	6	3	3	3	2	6	
Points	233	33	32	29	90	65	62	43	64	651

## **JOB SUMMARY**

The Automotive Body Repairer is responsible for repairing and maintaining the structural strength and integrity of damaged or deteriorated vehicles and equipment. Work involves performing vehicle/equipment inspections, fabricating parts, providing estimates, recommending appropriate courses of action and performing emergency repairs.

### **Key and Periodic Activities**

- Repairs and refinishes light and heavy vehicles/equipment.
- Fabricates and installs parts and glass work.
- Performs welding processes to repair broken, damaged or rusted panels.
- Maintains paint booth, work area and tools.
- Maintains inventory and orders supplies.
- Performs sandblasting operations and maintains equipment.
- Conducts automotive body assessments, prepares condition reports and estimated cost of repair.
- Ensures proper storage and disposal of hazardous waste.
- Operates equipment.
- Installs decals and government identification labels and numbers on new light and heavy vehicles put in service.
- Performs monthly checks on equipment.
- Performs annual tests and takes samples, both in-house and at various depots, of ambient air systems.
- Performs annual rust proofing process of equipment.
- Provides training to employees on an annual basis.

## **SKILL**

### **Knowledge**

#### **General and Specific Knowledge:**

- Knowledge of safe work practices.
- Knowledge of Workplace Hazard Management Information System (WHMIS) legislation.
- Knowledge of departmental policies and procedures.

**Formal Education and/or Certification(s):**

- Minimum: Journey Person (Motor Vehicle Body Repairer).

**Years of Experience:**

- Minimum: 4 to 5 years.

**Competencies:**

- Ability to operate a compute.
- Repair or calibrate machinery.
- Operate heavy equipment.
- Ability to make decisions.
- Ability to co-ordinate and schedule work activities.
- Problem solving skills.

**Interpersonal Skills**

- Interpersonal/communication skills used by employees include providing routine and complex information and direction to others and gaining the co-operation of others to complete work, address issues and solve problems.
- The most significant contacts are with the supervisor to receive direction and work schedule; superintendent to establish priorities and work standards; and with suppliers to obtain information on products and procedures as well as the latest trends in materials and repairs.

**EFFORT**

**Physical Effort**

- The demands of the job occasionally result in considerable fatigue requiring periods of rest.
- Lifting or moving objects such as paint which is less than 10 lbs. is required on a constant basis. Lifting or moving other objects 25 to 50 lbs., such as pumps or paint racks, is performed occasionally.
- Constantly standing or walking to perform job duties. Sitting, climbing, driving and working in awkward or cramped positions or body movement are required occasionally.
- Manual or physical activities include constantly using hand tools that require accurate control and steadiness, using gross motor skills, and maintaining physical balance. Fine finger or precision work such as painting stripes or painting with two tones of paint, welding, etc., is required on a regular basis and using machinery or equipment or operating heavy equipment such as overhead cranes, forklifts, scaffolding and ladders is required occasionally.

**Concentration**

- **Visual** concentration is required when applying paint.
- **Auditory** concentration and strain is experienced as work environment is noisy when machinery is operating.
- Other sensory demands such as **touch** are required as automotive body repairers rely on the ability to feel contours and shapes as flaws can be visually undetectable.

- **Alertness and concentration** are required when performing **repetitive** processes such as sandblasting and scuff sanding a vehicle to avoid damaging other parts of the vehicle.
- **Higher than normal levels of attentiveness** is required when working around moving equipment, using dangerous goods such as paint, operating overhead cranes and when scaffolding and ladders are being used.
- **Time pressures, interruptions, deadlines and lack of control over work pace** are experienced during the winter when vehicles or equipment are required on an urgent basis to meet operational requirements for snow clearing.
- **Exact results and precision** are required when performing tasks such as painting a vehicle, installing windshields and making door adjustments.

### Complexity

- Work involves performing automotive body repair work to vehicles and equipment which includes tasks and activities that can be quite different but allow the use of similar skills and knowledge.
- A typical challenge or problem is performing repairs to a damaged vehicle to ensure that the vehicle is structurally safe and that the appearance is returned to its original status.
- Reference material to assist in addressing problems, challenges and issues include product manuals and guidelines, policies and procedures, acts, regulations and suppliers.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are assigned by the supervisor.
- Can make recommendations on materials required and procedures to follow but supervisory approval is required for purchasing, work commitments and policy or process changes.
- Acts independently in carrying out the required repairs and discretion and judgement are exercised when determining if a repair is feasible or if the cost of repair may exceed the value of the unit.
- Provides advice to others on how to solve a problem or address an issue.

### Impact

- Work results can have an impact within immediate work area, department/group, within and outside the organization and on the general public.
- Additionally, work results may impact equipment, finances, and material resources. Proper repair and restoration of vehicles will contribute to the health and safety of the equipment operator and the general public.
- Mistakes or errors can result in safety issues and increased repair costs. Timeframes regarding identification and resolution of errors is dependant upon the situation.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- Typically involved with providing advice and guidance to new employees and co-workers and providing on-the-job advice, guidance, direction and feedback to apprenticeship students.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is a requirement to wear safety equipment such as rubber gloves, respirator, dust masks, air supplied hood, safety glasses, hard hat and reflective clothing.
- There is a limited likelihood of injury or illness if all health and safety regulations are followed.
- There is constant exposure to glare when wearing safety glasses, fumes when doing bodywork and painting, hazardous chemicals and toxic or poisonous substances, odours, physical dangers when working on moving equipment and heavy machinery.
- Other conditions exposed to on a regular basis include unusual/distracting noise from machinery and equipment, dirt, dust, filth or garbage, limited lighting and vibration.
- Exposure to limited ventilation, dangerous heights or depths when working on scaffolding and ladders, wet or slippery surfaces, electrical shocks, lack of privacy, isolation, working in awkward or confining workspaces, sharp objects and adverse weather conditions is occasional.